

## Ellowes Hall Sports College: Provider Access Legislation

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#### **1. Aims**

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

#### **2. Statutory Requirements**

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

#### **3. Pupil entitlement**

All students in Years 8 to 13 at Ellowes Hall are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g., through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

#### 4. Management of provider access requests

##### 4.1 Procedure

A provider wishing to request access should contact:

Mrs A. Toro-Pearce, Careers Leader

01384 686600

[atoropearce@ellowes.dudley.sch.uk](mailto:atoropearce@ellowes.dudley.sch.uk)

##### 4.2 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers as outlined below. Those in *italic*, are not suitable for providers to attend.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Careers Personal Development Day 1 National Careers Week within the Tutor Programme	Careers Personal Development Day 2 National Careers Week within the Tutor Programme	Careers Week within the Tutor Programme
<b>Year 8</b>	Careers Personal Development Day 1 STEM Day National Careers Week within the Tutor Programme	Careers Personal Development Day 2 National Careers Week within the Tutor Programme	Careers Week within the Tutor Programme
<b>Year 9</b>	Careers Personal Development Day 1 Careers Personal Development Day 2 National Careers Week within the Tutor Programme	<i>KS4 options evening</i> National Careers Week within the Tutor Programme	Careers Week within the Tutor Programme
<b>Year 10</b>	Careers Personal Development Day 1 Careers Personal Development Day 2 National Careers Week within the Tutor Programme	Work experience week National Careers Week within the Tutor Programme	Careers Week within the Tutor Programme
<b>Year 11</b>	Careers Personal Development Day 1 Careers Personal Development Day 2 Careers Convention <i>Interviews with Independent Careers Adviser</i> National Careers Week within the Tutor Programme	Careers Personal Development Day 3 <i>Interviews with Independent Careers Adviser</i> National Careers Week within the Tutor Programme	
<b>Year 12</b>	<i>Edgbaston University Event</i> Weekly Tutor sessions	<i>Interviews with Independent Careers Adviser</i> Weekly Tutor sessions	Work experience week Weekly Tutor sessions
<b>Year 13</b>	<i>Edgbaston University Event</i>	Weekly Tutor sessions	

	<p><i>UCAS Parents Evening</i></p> <p>Weekly Tutor sessions</p> <p><i>Interviews with Independent Careers Adviser</i></p>		
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

- Safeguarding – if the school DSL deems it is not safe or appropriate
- Health & Safety – the provider must adhere to the school H&S requirements

### 4.4 Safeguarding

Our policy on safeguarding sets out the school’s approach to allowing providers into the school as visitors to talk to our students. At all times we ensure that there are no issues of safeguarding and that our pupils are always completely safe whilst meeting or talking to external providers.

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### 4.5 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader so that it can be used within our Careers Library which is available to all students at lunch/break times and after school.

### 5. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy

### 6. Monitoring arrangements

The school’s arrangements for managing the access of education and training providers to students are monitored by Mrs A. Toro-Pearce, Careers Leader

This policy will be reviewed by the Careers Leader annually

At every review, the policy will be approved by the CEO in accordance with the Trust’s Scheme of Delegation (Sep22)

**Approval and review**

Approved: September 2022

Updated: January 2023 (to give effect to changes in statutory requirements)

Next review: September 2023